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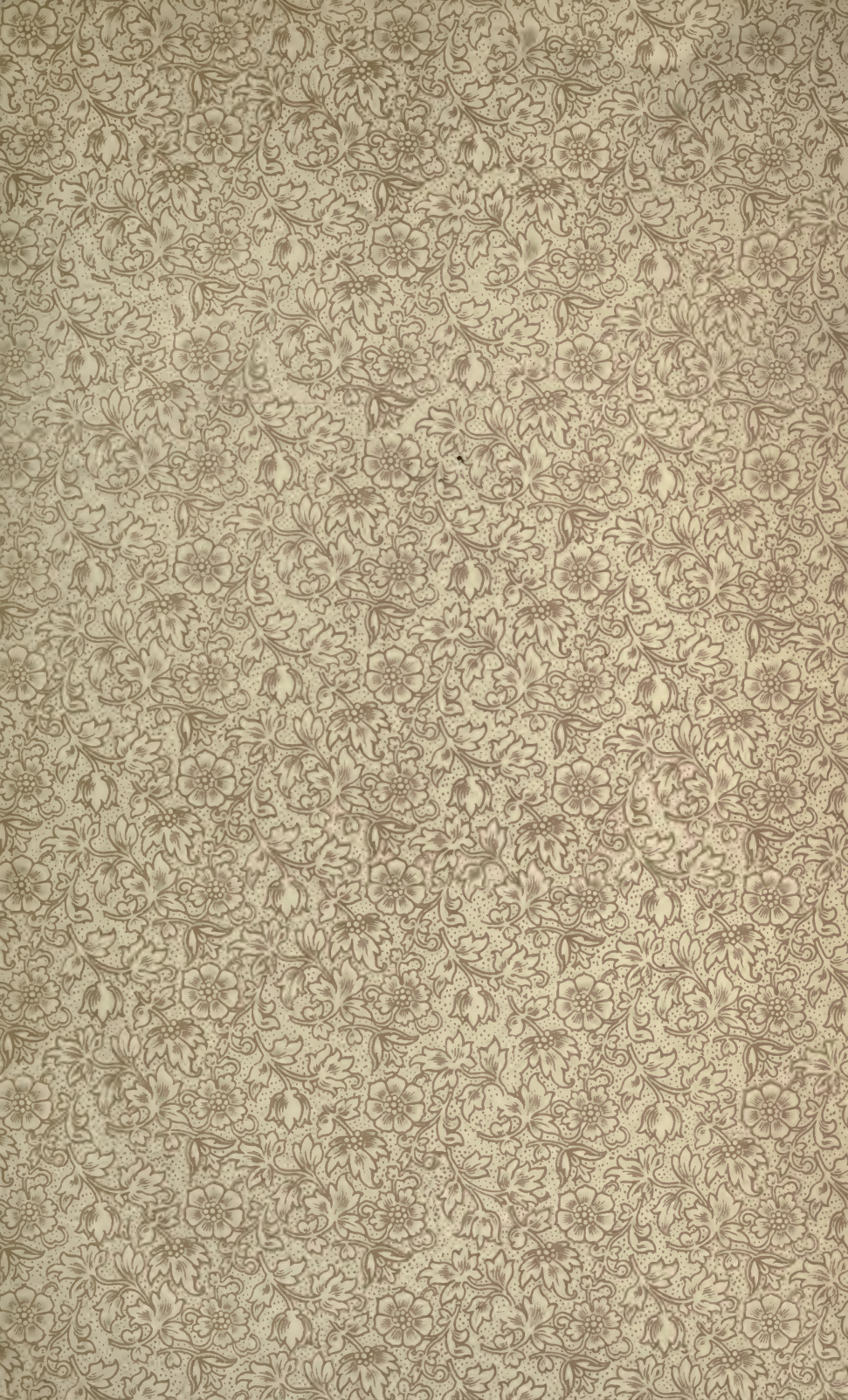
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Topical Outline of

# Physiology and Civil Government

ESPECIALLY ADAPTED TO THE CALIFORNIA STATE SERIES.

BY

ELIZABETH T. MILLS,

MARTINEZ,

CALIFORNIA.



Price, . . . 25 cents.





The subject matter of this book, though taken from the California State Series, may be found in other editions. The FACTS of physiology and the GENERAL PRINCIPLES of civil government remain the same, however they may be arranged or revised.



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## PREFACE.

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These books may be used for language exercises and as theme-books for topical recitations. It has become necessary to combine language with text-books. In addition to this, it is sometimes justifiable to lighten a teacher's load by making the lesson easy of comprehension and free in recitation.

The art of questioning is in an intelligent analysis of a subject with complete association of ideas. This strengthens the memory. These books are intended to accomplish this result, and are recommended with best wishes.

ELIZABETH T. MILLS.



## PART I.

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# Anatomy and Physiology.

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### CHAPTER I.

#### THE HUMAN BODY.

The human body divided into how many parts, what.

*The Head*, parts; outside, how; under it, skin, box for what, what called where flesh is thick, tubes filled with what, called what; cartilage, where found; how it looks, name substances; cranial cavity, where; orbital cavity, ear, mouth.

*The Trunk*, usually called what, different parts, backbone, ribs; what two cavities.

*The Limbs*, are what; divisions of arm, of leg; a joint, their use; a tendon, where found; fat; body made of many substances, like what, called what.

*Tissues*, what, how differ.

*Fluids*, examples; contain what.

*Cells*, how seen, size, number.

*Organs*, how formed, work, names; single organs; double organs.

*Systems*, how formed; circulating system, digestive system, absorbent system, how connected, dependent.

*Anatomy* tells what five things.

*Physiology* teaches what.

Hygiene, how to be studied; science.

### CHAPTER II.

#### BONES.

*The Skeleton*, how felt, what may be counted, what not; make what; contains how many.

*Flat Bones*, what shape are head bones, called what; examples.

*Long Bones*, how made, ends; examples.

*Irregular Bones*; examples.



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*Processes*, where found, uses, effect on muscles, of muscular people; mastoid process, use, temple, ridge or muscular attachment.

*Openings in Bone*, seen where, use of same.

*Color*, how inside the body, exposed to weather, fresh.

*Cover*, appearance, use, name.

*Structure*, next to outside cover, next to that; hollow bones, filled with what; bones of birds, why; the ends.

*Microscopic Structure*, shows what; canals, tubes, lake-like places; blood passes where, why.

*Composition*; made partly of what, what two minerals.

*Experiments*; another substance, how shown, how to get rid of each; in experiments how is the shape, use of each part.

*Proportion of Mineral and Animal Matter*, varies how, in babies how, why; in older persons; bad habit for babies; difference in different people.

*Broken Bone*, how knit, how at first; ridge, how made, how smoothed down.

*Joints*, how joined; hand, like what, called what, how oiled, called what; how hinge joints look, ends, membrane, bound together; ligaments, look; ball and socket joints, examples; plane or gliding joints, examples; movable joints, examples; sutures, where, called what, under part of back of head, curved process, cannot twist, how held in place; pivot joint; result of broken neck.

*Shape of Skull*, like what, why strong; sutures add what, why; delicate organs protected.

*The Ribs*, protect what, by what, number, where and how fastened, shape; true ribs, false ribs, floating ribs; danger of compressing.

*The Hip Bones and Spinal Column*, where, how joined together, why; how is every bone made; why called spinal column, incorrectly called what, where seen.

*Curves and Cartilage*, use of; how in the morning, at night.

## CHAPTER III.

### MUSCLES.

*Muscle*, how seen, shape, where.

*Contractility*; exercise to show how muscle draws up in action, how when not; chief characteristic; pulls what with it; how connected.





*Voluntary and Involuntary Muscles*; what is done to move; what is the heart, how moved, what has no control over it; by what are some muscles controlled, called what; how are others, called what.

*Structure*, how made, seen where, not alike; how involuntary, called what; cells in both, called what, found where; what is flesh sheath, connective tissue, use, seen where.

*Shape and Arrangement*; different shapes, arrangements, names.

*Action of Muscles*, striped how, why, work of each.

*Flexors*; action, muscle called what, found where.

*Extensors*; action, called what, where found; how in the head; action of lifting arm, hammering; what muscle in front, back.

*Muscular Training*, kinds, muscles do what, which are taught; how with grown people, babies.

*Color*, how, what makes it different.

*Tendons*, where found, called; two advantages, how formed; two shapes, where felt, how bound at wrist; annular ligament; where large, largest.

*Cutting of Tendons*, where large, called what, barbarous custom; result.

*Band Tendons*, where, attached how.

*Involuntary Muscles*, generally where, how arranged, control what, why fortunate to move without thought, what keeps them working, largest and most remarkable.

*The Heart*, kind of muscle, describe fibres, control.

*The Diaphragm*, where, how made, action, above it, below, through it.

*Connective Tissue*, what, where found, what interwoven, basis of what, shape of what, wraps what; serous membrane lines what, how sometimes, openings how; dropsy; butchers do what to meat, called what.

*Fat*, where found, why inert, looks, how it interferes.

## CHAPTER IV.

### THE SKIN AND ITS APPENDAGES.

*The Skin*, how, where, lower layer, what in it.

*Mucous Membrane*, lines what, where; different from skin, why red, changed for what.

*Cuticle*, parts, outer called, contains, blister, blood blister.



*Cells of Cuticle*, how made, how different, where seen; called what on head, how removed, in scarlet fever.

*Thickened Cuticle*, where, when; corns, why; acts how.

*Pigment*, where, how; protection.

*Complexion*; fair people, dark; Indians and dark races; albinos; white rats and rabbits, why.

*Tan and Burn*, caused; what sun does; dark people; freckles, how with older people.

*Scars*, cause; how on negro.

*Cutis*, where, begins, composed of, filled with.

*Papillæ*, where, how, filled with what, where most, rows, use.

*Appendages*, what, where do they grow from.

*Hair*, what, grows from, composed of three parts, destitute of what, why hurts to pull, where none.

*Structure*, shape, contain, outside, roughness felt.

*Changes in Hair*; sun, weather, renewed; shows condition of health, how; turns white, how; color lost, cells full of air, where, look how.

*Why Hair stands on end*; what connects hair to skin; contracting does what, cause; "goose-flesh," hair on dog's back.

*Nails*, what, material, where, how they grow, look, without what, use.

*Growth*, how, differ, if pulled out, injury, growth shows what.

*Glands*, how many, what is a gland.

*Secretion and Excretion*; what some do, called what, fluids called what; some called what, why; pipes, called, what is perspiration, oil.

*Oil Glands*, how they appear, where, absence causes, make hair grow, oil injurious; ear wax, use.

*Perspiratory Glands*, where, how they look, how they open, number filled with dirt; use of perspiration.

*Sensible Perspiration*, composed of, how it oozes out, called what, caused by what, blood rushing to surface causes.

*Insensible Perspiration*, how, how can be shown.

*Evaporation*, example; evaporation of perspiration causes what.

*Absorption*, what the pores allow; medicine given this





way; how thirst can be relieved, poisons, painters, poison oak.

*Uses of Skin*; protector, touch, excretion, absorption, cooler of body.

## CHAPTER V.

### FOOD SYSTEM.

*Need of Food*, how shown, learns what by experience.

*Hunger*, is what; how food taken in, prepared where.

*The Alimentary Canal*, how it looks; what the stomach is, after the mouth called what, shape, small intestine; what next; pancreas.

*Organs of Digestion*, what, their work; liquids contain what.

*Digestive Process*, what, useless parts, how carried off; how nutrient liquid is acted on.

*Lining of the Canal*, where it begins, looks; on the tongue, stomach, intestines; use of folds.

*Glands*, where, secrete what, use.

*Salivary Glands*, where, thinking of things, called what, how the secretion looks, use; three sets, resemble, where they are, where they empty.

*The Tongue*, remarkable for what, use; not necessary for what.

*Teeth* are what, differ from bone in origin, how.

*Structure*, harder than what; outside, called what; under it, called what, around root; microscope shows enamel how; dentine how; bone how.

*Parts*, how many, names, what the pulp cavity contains; the ache; nerves and blood vessels where.

*Incisors*, where, what shape.

*Canines*, where, why called, where found, common name.

*Bicuspid*s, where, teeth in front of them have single root.

*Molars*, where, called, use; common name; when they come.

*Two Sets of Teeth*, first when, called what, number; permanent when; complete when; how many, how they push the others out, if left too long.

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*Action of Teeth*, purely mechanical, means what, example; of chemical action, does what.

*Motion of Teeth*, where, called what.

*Gullet*, use, where, coats, lining, fibres how, vermicular action.

*Stomach*, what, larger end where, called what; other end, where; stomach is where, folds, coats; fibres, use, motion called what.

*Glands and Juices of the Stomach*, where, kind of juice, looks how, soaks through what; importance of gastric juice; acid; pepsin does what.

*Absorption by the Stomach*, how in stomach; drinks go in; muscles do what, where it comes; chyme, how pushed; button, how acted upon.

*Small Intestines*, where, begins, length, coats, inner.

*Glands and Juices of Small Intestines*, numerous; two juices, from where, act on what, doing what.

*Pancreas*, where, color, three uses.

*Liver*, size, where, color, divisions, outside, lobules; veins and capillaries, where, what each does.

*Function of the Liver*, used to be thought, now; secretes what, use.

*Bile*, where, through what; central part is what, goes where, color; both secretion and excretion, why, uses.

*Functions of Intestinal Glands*, other; juices, use, examples; bolting food.

*Villi*; chyle, how formed, looks, how it gets into the circulation; a villus contains, goes where, then into what; where two food substances are separated; fatty food; thoracic duct, where.

*Thoracic Duct*, use, size, widened.

*Absorption*, what it is, no visible openings, how things pass through; osmose; liquids and gases.

*Kinds of Digestion*, completed where; three kinds.

*Large Intestine*, size, folds, use, cover.

*Vermiform Appendage*, where, looks, use, dangers, deaths; importance of food seen how; bad food.





## CHAPTER VI.

## CIRCULATION.

*Circulation*, where felt, tissues receive what, blood carries what else; not always same, how it varies.

*Corpuscles*; two parts of blood; how corpuscles look; three kinds, describe each, use, shape, exposed to air; in narrow place, shows what; dry; in foot of frog's foot; important why, carry what, take it where, then what becomes of them.

*Plasma*, what; contains what; parts; clot, called what, use of.

*Capillaries*; the smallest tubes; walls how, where; network, differ how from veins, connect what; if injured, what do they do.

*Arteries and Veins*, differ how, six differences; veins begin where, arteries where.

*Valves of Veins*, like what; how in ordinary; if backward.

*Motion of Blood*, how in arteries; walls make what motion; how in veins; shows what in cut.

*The Pulse*, what; doctor learns what; in whom slower, how fast.

*The Heart*, organ of what, covering, shape, where; kind of muscle.

*Auricles and Ventricles*; four hollows, two upper; why called; two lower; which connect, which not.

*Valves*; guard what, like what; how held in position.

*Beating of the Heart*, how caused; why cannot the blood go back to the auricles; where does it go; why must it go on through the pulmonary artery; expansion and contraction causes what, rest when.

*The Circulation of the Blood*, how, pulmonary where, systemic where.

*Pulmonary Circulation*; blue blood, passes, then through, divides and enters, here becomes what, where, by how many veins; enters lungs where, how, comes how, called what.

*Systemic Circulation*; blood where, then reaches what, this sends it where; after passing to capillaries where, how; veins enter what, then where.

*Things that help Circulation*; chief propeller; five other things.



*Portal System*; how many divisions, called what, portal carries what; veins from where, join what, like what, starts where, connects, then through liver by what; intralobular vein; hepatic vein; peculiarity of portal system; blood shows up; portal blood a mixture; red blood where.

*The Lymphatic System*, called what, absorbs what, carries what, where situated, run where, color, what belong to this system, difference.

*Valves and Glands*, look how, connected how, size, collect what, take up what, empty into what, where.

*Extra Glands that act on the Blood*, remove what, largest.

*The Kidneys*, where, shape, use; skin and lungs; result if excretions do not leave the body; help one another how; overwork.

*Spleen*, what class, use, color, said to do what, largest when, peculiarity with its circulation; artery stops; veins do what.

*Changes in Blood*, loss and gain, color, carries what, burden of waste; reaches spleen; if blood is not good, result.

*Dependence of Systems*, all connected, especially where; example; nervous system does what; result of grief, anger, etc.

## CHAPTER VII.

### BREATHING ORGANS.

*Breathing*, is called what, divided into, causes what else; chief organs, where found; action of diaphragm and lungs in inspiration, in expiration; chief muscle.

*Windpipe*, length, where, made of, how made; gullet how.

*Cilia*, what, where found; fringes cause what, why important, like what on clams and oysters.

*Larynx*, where, shape; larger, called.

*Glottis and Epiglottis*, where, nearest tongue; swallowing; coughing.

*Vocal Membranes*, where, supported how, look like what; vibrate, how when tense, when relaxed; thickening; helps in production of sounds; "false vocal cords."

*Bronchial Tubes*, where, enter what, end in what.

*Sacs*; no openings; how air passes through; illustration; changes of oxygen; difference between inspired and expired air; indications of waste to be repaired.



*Lungs*, use, parts, color, where; covered with what; tissue how; illustration; contains what; floats.

## CHAPTER VIII.

### THE NERVOUS SYSTEM.

*The Brain*, does what, conscious of what, controls what; kind; machine; soft; color; folds called, deepest, number shows what; hemispheres distinct; gray matter where; thickness.

*Structure*; cells of gray; white in fibres, bound, held together.

*Spinal Cord*, where, part of what, extends, size; differs from brain how.

*Nerves*, where from, to where; different from branches of blood vessels; bundle of threads.

*Function*; what nerve material does; cells; fibres, like what; motor nerve; sensory nerve, bound in a single sheath, not mixed, rapidity how shown, how with a baby.

*Sensation seems at the Surface* where it is; seems to be; example.

*Educated Nerve*, how learned, boy's lesson; savage how; words learned how; a baby.

*Ideas*; things not seen; important.

*Function of Brain*; large brain does what, if injured or removed.

*Reflex Action*; spinal cord what; gray cells; unconscious action, examples, use, where found.

*Crossing of Nerves*; spinal cord has how many columns; crossing when, where; seven things to remember showing how the left brain controls the right side.

*Cranial and Spinal Nerves*; number of each, where they come from.

*Coats*, how many; describe use of liquid and membranes.

*Sympathetic Division of Nervous System*; what has brain but little to do with; special division, why so called, composed of.

*Ganglia*, where, act how; food calls for what, and this for what.

*Inter-dependence of the two Systems*, how in health; too long without food; how the message goes, what the sympathetic nerves do then; if eats too much, calls for help; re-





lief how found; intimate connection how shown; effect of thought, of anger.

## CHAPTER IX.

### SPECIAL SENSES.

*Knowledge of External Objects*, how obtained; kind of organs; how these nerves are; senses.

*Touch*; lowest, where, how carried; nerves where, called, how situated, where crowded, how show that two separate terminations, called what.

*Education of Touch*, how, example; blind, how they know.

*Taste*, where, how, none where; three kinds; different impressions.

*Mixed Impressions*; two that act together; what articles; medicines, how; bad taste.

*Nerves of Sensation*; general impression, where, why sensitive, carry what impressions.

*Smell*, where, kind; two bulbs, where; nasal cavity how divided; how a substance can be smelled; personal differences; smell destroyed, how cultivated.

*Hearing*, other senses with what; hearing with what; most complex organs; three divisions.

*The External Ear*, where, composed of; animals, made of what, shape, hard of hearing; auditory canal, how, hair, wax, use.

*Middle Ear*, where, looks, called; bones, size, fastened, look like; tube to throat, for what, how with a cold; two openings; stirrup, rests.

*External Ear*; three canals, helix, vestibule, made, size, what is inside the canals; ear sand; how we hear; conscious of sound.

*The Eye*, where, look, protectors, bones; eyebrows, their use; lashes; tears; glands where; tear ducts, where, use; eyeball, shape, filled, three coats, three humors.

*First Coat*; color, stiffness, no nerves, mucous membrane, blood-shot.

*Second Coat*; color, contains, describe, iris, hole, use, called, in a cat's eye, two sets of fibres, light causes, pigment, use of.

*Third Coat*, where, called, receives what, essential part.



*Sight Spot*; two spots, where.

*Blind Spot*, where, not the right arrangement, the right way of the optic nerve.

*Experiment*, to prove blind spot, with pencil.

*Humors of the Eye*, not equal spaces between cornea and iris; crystalline lens how; cornea helps what, how; how with old people, largest part called what, stiff.

*Muscles*; kind, where, use; orbit.





## PART II.—HYGIENE.

### CHAPTER I.

*General Hygiene*; what is health, what done to keep healthy; conditions should be understood why, how if laws are broken; a physical debt; disease is what, how through fault of parents; stimulants, children of drunkards, of healthy temperate people; what is heredity, how shown; natural powers of resistance, how forming habits.

### CHAPTER II.

#### HYGIENE OF THE BONES.

*Skeleton* not liable to injury, why.

*Children's Bones*, how; work, lifting.

*Habits to Avoid*; standing how, sitting how, wearing what; what these do to bones and ligaments.

*Clothing*; not wear what, tight clothes do what, warm enough for what, shoes.

*Food*; kind for children; lime.

*Broken Bones*; what strong tendons do, keep limb how, if arm, if leg.

*Sprains*, what, worse than; rest.

*Diseases of Bones and Joints*, where, cause; rheumatism; rickets, look how; gout what, cause.

### CHAPTER III.

#### HYGIENE OF THE MUSCLES.

*Muscles* need what, first law, not used, exercise, children; active exercise, excels; example.

*Exercise*, where best, kinds, walking.

*Rest of Muscles*, why necessary; athletes and gymnasts; to hold arms out straight, how with involuntary; heart.

*Diseases of Muscle*, cause, feeling; rheumatism; wet clothing; heart.

*Enlargement of Heart*, what, cause, result.

*Fatty Degeneration of the Heart*; kind of disease, why, contraction impossible; death when, change where, cause.

*Palpitation of the Heart*, what, causes what, caused by.

*Trichina* or "*Flesh-worm Disease*," what, where found, result, prevented.



## CHAPTER IV.

## HYGIENE OF THE SKIN.

*Importance of a Healthy Skin*, why; perspiration; oil; stoppage; result.

*Baths*, why necessary, how often; test; feeling of warmth, how in California; cold water, why better; temperature of room; sea bathing; hard water, why bad.

*Chaps*; caused by, prevention.

*Cosmetics*; kind of practice, Indians, contain what, cause what; best complexion, how obtained; ammonia, rose water and glycerine; hair dye; bleaching, effect.

*Lead Poisoning*; danger, "painter's colic," poisons through what.

*Poison Oak*, act through what, how taken, remedy.

*Clothing*, kind, flannel, nap of woolen goods; catarrh, how prevented; change of garments, why necessary; blankets; respiration and circulation, how at night; caution.

*Colds*, cause, prevention; general condition; overwork; connection of mucous membrane; lining of throat, eyes, sympathy.

*Corns*, what, cause.

*Skin Diseases*, cause.

*Burns*, how cured; bad burns, why serious.

## CHAPTER V.

## HYGIENE OF THE ALIMENTARY CANAL.

*Food*, taken for what, how; air.

*Compounds*; each kind of food made of; what that is made of; examples.

*Elements*, what; water, number, how many in common use, in the body.

*Changes*, when; what destroyed, what not, where going on; waste material; heat produced, called what, what it does, slowly; oxygen.

*Oxidation*; wood decomposes how, iron where; ordinary rusting called what, how in body; food; fat; after person is full grown; fuel.

*Muscular Force*, how when working; food changed to what, how work is done; body needs what, oxygen does what; compounds harmful; food not same as body, con-

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tains what; vegetables, and meat changes; best kind of diet.

*Kinds of Food*; two, names, parts.

*Inorganic Foods*, what; organic foods, how taken; lime.

*Salt*, necessity; wild animals, how when deprived of salt; elements broken up to form what.

*Water*, makes what; given off; necessity.

*Pure Water*, how; rain water; all water; ordinary water contains; get these materials from.

*Impurities in Water*, how caused; clear water not always pure; source.

*Organic Food*; three classes, their work; also called what.

*Proteids*; characteristic, contain what; other characteristics, names, sources, called what; fibrin where, gluten where, casein.

*Fats*, how taken into the body.

*Starches*; why named; what also in the class, why, found where, how changed.

*Mixed Diet*, not alone, how should be mixed, connected.

*Good Bread*, what, how best made; oat meal.

*The best Meats*, most nourishing; pork, lamb, veal, fish, cheese.

*Beef Tea*, not food, good for.

*Butter*, usual forms of; system needs what; unnatural appetite; cream.

*Olive Oil*, good, made from, pure.

*Vegetable Diet*, belief, why not true; meats contain; concentrated; some articles bad if mixed; examples.

*Fruits*, popular, contain, necessary.

*Spices and Condiments*, not tissue makers, called; examples, use, excess.

*Stimulants*, what, do what, excites, act like what; tea and coffee how; children, nervous, temper caused by.

*Coffee and Tea*, contain what; tea comes from, made how; coffee from where, prepared; what makes these restful; too strong; chocolate and cocoa.

*Condition of Food*; meats and vegetables how; dried, salted, canned meats, when dangerous; poisoning from what; strange part of this kind of poison.

*Cooking*, object; exertion of stomach; cooking does what; fruits, eggs, frying; roasting, best why; boiling does what,





roast pork, pickled pig's feet; cooking unripe fruit; insect's eggs on meats; tapeworm, found where; worms in pork do what; intestinal worms in children.

*Different Tastes*, how; what custom does; Romans; others.

*Occupation*, has to do with what, why.

*Seasons*; change food, why; different nations show climate in diet; Esquimau eats what; equatorial man.

*Mouth Digestion*; saliva does what, effect if not used.

*Stomach Digestion*, where digested, how if overloaded.

*Intestinal Digestion*, acts on what; how, if more fat than is needed.

*Liver Digestion*, does what; where does this remain, where go, when.

*Regularity in Eating*; why not eat between meals; how about delicate people; kind of articles eaten.

*Adulteration*; what, why done; sometimes injurious; substances used in vinegar, sugar.

*How Digestibility of Foods was Learned*, experiments on animals, on Alexis St. Martin; good health depends on what; the great aim of digestion; bad teeth; stomach troubles caused how, liver; five things to be remembered in regard to the food canal.

*The Teeth*; first organs, should do what, bolting food, cleaned, decay caused how, brushing; gritty tooth powders; hot and cold foods; tobaccò; aids to digestion.

*Mucous Membrane*, thinness allows what, result; derangements how, result, how shown.

## CHAPTER VI.

### ALCOHOL AND NARCOTICS.

*General Effects*; a stimulant is what, a narcotic; classed as.

*Use and Danger*, in disease, violent pain, never in health.

*Dangerous Common Drugs*; tobacco, opium; effect on mind and body.

*Characteristics of Alcohol*; color, flame, dissolves, absorbs, coagulates, stimulates; classed as.

*Uses of Alcohol*, for burning, for medicines, as an anti-septic, in museums; powers.

*How Alcohol is Made*, by what process, forms what; how



canned fruits spoil; vinous fermentation; in bread; pure not drank, mixed bad, proportion varies; cider; malt liquors; other liquors.

*Distillation*, what; chemist does what; tubes how, process, condensation seen where; how pure alcohol is made.

*Adulterations of Liquor*, how.

*Large Doses*, result.

*Change*, in body; portion oxidized.

*Alcohol not Food*; compound, having no nitrogen; produces what, at the expense of what.

*No Protection against Cold*; first flush caused how, what it does; exposure when relaxed; experience of Arctic explorers.

*Does not Protect against Heat*, why not beneficial.

*Does not Prevent Disease*; does what; resistance how destroyed.

*Causes Special Diseases*, such as; two characteristics account for what.

*Degeneration*, fatty and fibrous, fatty how; acts on what, how; fibrous, how.

*Injures the Stomach*, two ways; hardens what, irritates what; result.

*Injures the Liver*, how.

*Injures the Heart*, how.

*Injures the Lungs*, how.

*Injures the Brain*, affects what, produces what; different effects, sometimes one organ; keeps person from thinking what; what certain effects seen.

## NARCOTICS.

*Opium*, common, from where, looks, used how; Chinese, produces what, small quantities; fixed habit, result; causes dyspepsia, blunts morals and will, makes nervous system how; morphine and laudanum prescribed, repeated, habit; schooled to bear pain; danger of paregoric and soothing syrups.

*Bitters*, contain what; folly.

*Tobacco*; given as a drug, contains what poison, affects what organs; sight, hearing; greatest evil; use of glands, cause tissues to suffer, robs body, dulls mind; cigarette, worst form, made from; heat entire lungs; death; wreck.





## POISONS AND ANTIDOTES.

*A Poison* is what, an antidote is what; rat poison; milk and white of raw eggs, why.

## CHAPTER VII.

## HYGIENE OF THE ORGANS OF CIRCULATION.

*Secondary Diseases*, found where; interference with action of glands of food canal, causes what, illustrates what, prevented how.

*Diseases of Valves*, why liable to disease, what form; blood forced back into auricle; meeting of tides, back to lungs, result; venous blood affected how, produces what disease; inflammation of heart sac, result of what.

*Faintness*, cause; position of patient.

*Bleeding*, knowledge necessary; blood from arteries how; cold water pressure, if in the extremities; nose bleed, how stopped.

*Wounds*, covered with plaster, why; danger of cutting corns.

*Regulation of Blood Supply*, not enough blood for what; organs working, the resting gets only enough for what; how is the regulation done, assisted by nerves; why one cannot study after eating, violent exercise; weariness and headache prevented how; rubbing the body does what good.

*Cold Hands and Feet*; cause, cure.

*Congestion* what, accompanied by what, why.

*Kidneys*, organs of what; diseases caused by what; Bright's disease; waste matter goes where.

## CHAPTER VIII.

## CARE OF THE BREATHING ORGANS.

*Need of Heat*; oxygen necessary, right proportion; tissues need it.

*Heat*; heat of body what, variation causes; one part works faster than the rest; walking does what; blood a regulator, why, how.

*Carbon Dioxide*; gas formed how; effect on candle, not detected, result if inhaled; sinks why, formed how; plants do what, in aquarium; water plants necessary.



*Organic Matter*, found where, why, dangerous; necessity of pure air; breathing organs injured how.

*Effect of Bad Air*, on circulation; result in crowds; diseases.

*Ventilation* is what, avoid what; two good rules; sunlight, how necessary; excessive heat; people in crowds do not notice impure air; Calcutta, men shut up; other cases; death.

*Compressing the Chest*, result; Chinese, Indians, civilized people, result; going out of fashion.

*Effect of Pressure*; organs how normally, if pressed; increase of flesh; lungs under pressure; dyspepsia; heart affected.

*The Pneumo-gastric Nerves*, where; if injured; result of hanging.

*Diseases of Lungs and Throat*; delicacy, prevented how; habits; tobacco does what, causes what in nose and throat.

*Alcohol*, injures, how.

*Exposure to Wet or Cold*, does what; first thing to do.

*Bad Air*, causes; too little oxygen, dust, shops and mines.

*Germ and Contagious Diseases*; worst kind of bad air; germs, where, how produced; cholera; condition of body; germs carried how; disinfectants, kinds; diseases originate from what.

*Effect on Other Systems*, what; fevers cause what; common forms affect what.

## CHAPTER IX.

### CARE OF THE ORGANS OF SPECIAL SENSES.

*Dulled by want of Exercise*; who has most acute senses, why; protectors; warnings.

*Affected by General Diseases*, especially true of what; general rules.

*Effect of Irritants*, disturbs nerves; tobacco and others; exposure; organs of hearing and sight, how affected; never use pins in the ears.

*Care of the Eyes*, defects; not fit self with glasses; best condition of organs; not strain, not bending head; unsteady or flickering light.



## CHAPTER X.

## CARE OF THE NERVOUS SYSTEM.

*Needs of the Brain;* good food; blood; thoughts; rest.

*Facts to Remember;* brain is material but originates what; nervous system of baby, of children; have fewer convolutions; habits, knowledge, experience, judgment.

*Material for Brain Building;* food, air, brain food, blood to brain; faintness shows what; dullness shows what.

*Injury to the Brain;* stimulants and narcotics, consequences vital; alcohol does what, shown by face, means what; faintness and nausea show what; cerebrum how, thoughts how, will power; cerebellum loses what, causes what; nerve matter affected by alcohol acts; narcotics do what, destroy what, fill mind with what, result, final results; physical and moral slavery.

*Exercise,* how; certain parts educated at the expense of others.

*Fatigue,* when, rest; brain has other work than producing thought; harm from statement that change is rest, how; exhaustion; intemperance in study; social dissipation; fashionable life; fret and worry.

*Change;* not continue work.

*Time for Application,* child from six to twelve; from twelve to sixteen, how long; inattention; fix ideas.

*Sleep,* does what; respiration and circulation, how; how in morning; number of hours varies, under ordinary circumstances.

*Sleeplessness,* what, cause, cure.

*Dreams,* effect of what, not matter of mind.

*Sleep of Children,* how, why; irritability treated how; diet; parents' wisdom.

*Habits;* how a child learns; what a habit is; not easy to learn, why; first attempt how, repetition does what; so with thought, bad thoughts, good thoughts; last impulses.

*Self-control;* important, why; temper leaves mind how, affects what, brings on what.

*Excesses,* kinds; strain on cerebro-spinal system equalized how, result; care of nervous system necessary.



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OUTLINES FROM  
CIVIL GOVERNMENT.

## Part I.—LOCAL GOVERNMENT.

### CHAPTER I.

#### GOVERNMENT IN THE SCHOOL DISTRICT.

1. *Government in the Family*; smallest group; duties to perform; certain persons have what to do, why; what is the result of just and impartial commands of the parent and harmonious working of the various members; where is first germ of government found; how without government.

2. *Government of the School*; smallest civil; difference between natural and civil government, how shown, where; authority; obey.

3. *Government in the School District*; school trustees, elected, authority over whom, leave what to teacher; why people elect trustees.

4. *Necessity of Government*, same relation; groups, names, all together make what; in each group there are what; government why-necessary.

### CHAPTER II.

#### GOVERNMENT IN THE TOWNSHIP.

5. *The Township* next larger; kind of division, less prominent in California; officers for what; school district, object; chief object in township.

### CHAPTER III.

#### GOVERNMENT IN THE TOWN OR CITY.

6. *General Character of City Government*; people how, need what; how in country, not opportunity; crowds stimulate what; health, how; danger of fire.

7. *Duties of a City Government*; repress what, make precautions against what, make provision for what; streets, sidewalks and sewers; police, jails, hospitals, markets, schools, etc.; the larger the city the greater need of what.

8. *City Officers*, vary how; in larger cities board called what, mayor does what, what third division and its office, what officers in addition to these.





## CHAPTER IV.

## GOVERNMENT IN THE COUNTY.

9. *The County*, made up of what; how when city is very large.

10. *County Officers*; what first, what power have these; who next, what power; who last, power; elected how, term of office.

11. *Board of Supervisors*, how many, how divided, powers.

12. *Treasurer and Auditor*; treasurer does what, auditor what.

13. *Clerk*, does what, keeps what, issues what, attends to what.

14. *Recorder*, why important, does what, keeps what.

15. *Assessor and Tax Collector*; duty of assessor; taxes how determined, rate how made; duty of tax collector, taxes paid when, delinquent when, result if unpaid, redemption how soon, how much added.

16. *Supervisors*, do what, receive what pay.

17. *Superintendent of Schools*, duty; money; institutes, course of study, certificates.

18. *Sheriff*, importance, duties as to arrests, jail, serving papers, assistance, why paid highest salary.

19. *District Attorney*, does what, duties, indictments, defends what, legal advice.

20. *Coroner*, principal duty; inquest, how held, verdict; may be means of what; public administrator, takes charge of estate when.

21. *Superior Judges*, duty.



## Part II.—STATE GOVERNMENT.

### CHAPTER V.

#### GOVERNMENT IN THE STATE.

22. *The State*; California is a means of studying others; how like township.

23. *Government of the State*, how provided for; delegates how meeting, submitted to whom, if adopted; provides for what body, for what officers, what courts.

### CHAPTER VI.

#### THE STATE LEGISLATURE.

24. *Composition of the Legislature*; what two houses; members must have been what; Assemblymen elected how often, Senators how long; how many members in each house; election of Senators how arranged; State divided how often, into what; to be equal in population, each district entitled to what.

25. *Organization of the Legislature*; each house regulates what; judges of what; presiding officers, how chosen.

26. *Standing Committees*, how and why appointed, bills referred; kinds of committees, how appointed in Senate, how in Assembly.

27. *Vacancies*, how filled.

28. *Privileges of Members of the Legislature*, in all cases except what, privileged from what, exempt from what.

29. *Quorum*, why necessary, what smaller number can do.

30. *Process of Law Making*, may be introduced where; then what is done, if favorable, printed, and read how many times; vote of two-thirds to do what, amended how; if passed where does it go then; after passing both houses, then where, how many days is the Governor allowed; if not approved what must he do, called what; how passed over his veto; how if neither returned nor signed within ten days after being presented to him; a "pocket veto."

31. *Meetings of the Legislature*; constitution requires what, when, restricts length; extra sessions.



## CHAPTER VII.

## THE STATE EXECUTIVE DEPARTMENT.

32. *Officers Composing the Executive Department*; the chief are what, elected how, hold offices how long, when terms begin.

33. *Character of the Executive Department*; the chief is what, represents what, duties; what officials do the real carrying out.

34. *The Governor*, qualifications.

35. *Powers and Duties of the Governor*; (1) laws, officers, call for information, extradition orders, (2) legislature, assent, veto, convene, adjournment, message, condition of State, recommend measures, (3) army and navy, what cases, (4) keeps what, office vacant, when and how fills vacancies, nominates who, (5) grant what, except what; treason can suspend execution how long.

36. *Lieutenant Governor*, qualifications, term, becomes governor when, only duty, when votes.

37. *Secretary of State*, duty, records; affix seal to what, record what, publish what; make detailed biennial report.

38. *The Controller*, duty, keep what, audit what, issue warrants for what, give information to whom, of what, report of funds to whom.

39. *Treasurer*, duty, information to whom, of what, summary of what, to whom.

40. *Attorney General*, duty, cases between whom, only person entitled to do what, supervision over whom, assist, opinion to whom, must be given, report to whom.

41. *The Surveyor General*, duty, boundaries, report to show what seven facts.

42. *The Superintendent of Public Instruction*, general oversight, duty, relating to public schools; number of children, teachers, money, apportionments, reports.

## CHAPTER VIII.

## THE STATE JUDICIAL DEPARTMENT.

43. *The Judicial Power*, vested where, legislature may establish what, Senate do what.

44. *Justices of the Peace*, grade, elected by whom, jurisdiction, number.



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45. *Superior Courts*, styled, number for each county, how determined, elected, term.

46. *Supreme Court*, next in scale, consists of, election, term.

47. *Senate as Court of Impeachment*, when and by whom articles of impeachment are sent in, of whom, who tries, placed how, concurrence of how many necessary, judgment of conviction does what, what other liabilities are persons subject to afterwards.



## Part III.—FEDERAL GOVERNMENT.

### CHAPTER IX.

#### THE FEDERAL CONSTITUTION.

48. *The Constitution of the United States* establishes what, sketches what, seldom does what; details, how supplied, what reason for leaving the details to be supplied thus.

49. *Formation of the Constitution*, when, how, adopted how.

50. *Amendments to the Constitution*, how many methods, first, second, to whom submitted, ratified how; when was there a general convention held, how have the fifteen amendments been made since; what is the only limitation now.

51. *The Supreme Law*; what is the supreme law of the land; judges in every State and laws how bound; what three principles are established from this as to being (1) supreme law, (2) State laws, and treaties and laws that are inconsistent, (3) State laws to yield to Federal.

### CHAPTER X.

#### THE FEDERAL LEGISLATURE.

52. *Congress*; how and where is law making power lodged; difference between the two houses; House of Representatives chosen from where, number depending on, represents the people how; Senate has what number from each State, represents what principle; House of Representatives what principle.

53. *House of Representatives*, represents, people how, number how determined, when, what the Constitution directed, what was left to Congress to do; how much has number increased, how has ratio decreased; what provision made for States with less than ratio of apportionment; what may they nevertheless have.

54. *Qualifications of a Representative*; age, citizen how long, inhabitant.

55. *Term of a Representative*, how long, of what is this also the term; what of the Senate; first Congress when; when does new Congress begin; what is Congress of 1891-93 known as; many Representatives re-elected.





56. *Who may Vote for Representatives*, what qualifications; State prescribes what, what diversity does this lead to.

57. *Organization of the House*, as to regulating number; official duties and business.

58. *The Speaker*, chief officer, member of, elected by, chosen how, why powerful; name "Speaker," from where taken, why, where else used.

59. *The Standing Committees*, when and by whom appointed, why, why not able to debate or discuss matters in whole House; why accept reports, as a matter of course; every member becomes what, some have but little business; two most important are, what has the one on appropriations charge of, powers, can stop what and thus do what; what have recent rules done, to what special departments; committee on ways and means has charge of what, chairmen.

60. *Vacancies in the House*, how filled, serves how long.

61. *Senate*, consists of, chosen, term, age, citizens, inhabitants.

62. *Division of the Senate*, how divided, into how many classes; what of first class, second, of third, and thereafter, in new states; object of this arrangement; House by vacating every two years represents what.

63. *Voting in the Senate*; what difference of opinion may be shown by two Senators from same State, difference in parties.

64. *Organization of Senate*, like what, except in what case.

65. *The Presiding Officer of the Senate*, who, only duty; not a member; cannot do what; when he can vote; what is a President *pro tempore*.

66. *Standing Committees of the Senate*, work done how, committees how and for what elected, method of work similar to what; do not monopolize, why; continuous life aids this how, what other time is saved, why does Senate elect its own committees by ballot.

67. *Vacancies*, how filled; when legislature is not in session.

68. *Quorum*, consists of; smaller number may do what; quorum different in other countries; instance.



69. *Meetings of Congress*, how often, how many sessions, called what, assembles when, continues till when, called what; how in even-numbered years, why; called members of House of Representatives; time of election determines what, interval how long; special sessions.

70. *Power of either House over its Members*, judge of, punish, expel.

71. *Journal*, each house, yeas and nays when entered; vetoed bill.

72. *Adjournment*, for how long, what place, without whose consent.

73. *Privileges and Disabilities of Members of Congress*; compensation; free from arrest where and when, exceptions; freedom of speech, how guaranteed; cannot do what; Senators or Representatives cannot be appointed to what.

74. *Process of Law Making*, similar to what, in what respects different; what does this method render possible; veto power of President; all bills except those for revenue may originate where.

75. *Money Bills*, where originate, following the practice of what country, reason for this in that country, how in United States; House of Representatives being elected how, numerous, short term called to account; English custom; what exception in United States to custom of England.

## CHAPTER XI.

### THE POWERS OF CONGRESS—THE LEGISLATIVE POWER OF THE UNITED STATES.

76. *Extent of the Legislative Powers*, granted from what source, exercised, list, permission to make all necessary for what, laws for carrying out any of the powers granted to other departments; what this means, what the framers intended; purpose in enumerating powers.

#### GENERAL DESCRIPTION OF THE POWERS OF CONGRESS.

77. *Federal and State Legislation*, few in number, how many other legislative bodies in the United States, what, to do what; which laws touch individuals most closely; how are powers of Congress in character, indispensable for efficient government; others given to Congress why.



78. *Classification of the Powers of Congress*; what was necessary to maintain an *independent* government, what power; why given the power to pass naturalization laws, why to coin money, to establish Federal courts; why was it given control over war and the military and naval forces; as the *general* government, what was necessary for it to have control over, control over what territory; who determines the admission of new states, what of bankruptcy and weights and measures, of copyrights and patents; seat of government.

THE POWERS ENUMERATED—I. POWERS ESSENTIAL TO AN  
INDEPENDENT SELF-EXISTENCE.

79. *Taxes*; source of life, why; every means of obtaining such given to whom, for what purpose, through what exercised, by customs, poll tax, land, excises, direct taxes, indirect taxes, how apportioned, which has to be uniform, what tax is forbidden.

80. *Citizenship and Naturalization*; who are citizens, who has control of naturalization, what are rights of naturalized citizens, exception.

81. *Money*; borrow, coin, regulate, punish for what.

82. *The power to borrow money*, supplementary to what, both for what, difference, customary way to obtain money, what called, what draw, sold to whom; when at par, premium, discount.

83. *The power to coin money* exclusively to whom; what else forbidden, why; what does "coining" mean; when not easy to fix the standard; how if gold alone were used; why use other metals; how has Congress tried to overcome difficulty of having two metals in currency; has this been fully successful; what happens when there is a greater quantity of one metal than another; what is done to prevent this; how does this prevent hoarding of silver; how is gold kept in circulation.

84. *Mints*, what cities; how is gold coined, returned to owner called, until 1853 how, how since; in the case of silver how does the government do.

85. *The Power to Punish Counterfeiting*; how done, penalty not more than, imprisonment how long.





86. *The Federal Courts*; necessary to what; having what two departments needs what to preserve its peace and dignity; these powers why necessary, give it what capacity; conflict with other nations, what then becomes necessary; other arrangements; taxing power gives government what; power to make laws and compel obedience gives what; power to make treaties; declaring war assists in maintaining what.

## II. POWERS ESSENTIAL TO AN INDEPENDENT INTERNATIONAL EXISTENCE.

87. *The War Power*, means what, how else, provides for what; how in 1812, how in war with Mexico, how in Rebellion; Act of July 22, 1861.

88. *Letters of Marque and Reprisal*, in connection with what; *marque* means, *letters of marque* means, *reprisal* means; vessel called.

89. *The Power to Raise and Support Armies*; navy, necessary; why necessary in peace, under what control.

90. *The Militia*, at whose disposal, who are subject to service; organized are called, how trained, not necessary to do what; what experience taught the framers of the Constitution, the precaution taken; what may be done in time of need.

91. *Power to Punish Crimes*; offenses against what on the high seas; what is piracy, extended to what, give an instance; what is meant by the high seas.

## III. POWERS ESSENTIAL TO A GENERAL FEDERAL GOVERNMENT.

92. *Commerce*, necessary for what; chief cause of the failure of the Articles of Confederation, what was found to be the case then; the jealousy, the opinion when forming a new Constitution; this power includes what, may include what else, keeps pace with what, extend from what to what; what is done to make this power of Congress more complete; *tonnage* means; what is forbidden to Congress, what of trade and commerce carried on wholly *within one State*; what is the Interstate Commerce Act, when, provides.

93. *The Postal Service*; what is essential to the convenience of the people, power therefor given to; includes, what else might legally come under control.



94. *Territories*, who makes laws for, what original territory comes under this exclusive control; organized into districts, gives what rights, consists of; what national political rights do they not have, cannot; what delegate; when a State.

95. *The Admission of New States* given to; what two provisions of prohibiting; common plan, petition; "Enabling Act," authorizes what; presented for approval; Constitution promises what to every State.

#### IV. MISCELLANEOUS POWERS.

96. *Bankruptcy*; laws by which what may be done, to benefit whom; how it benefits creditors, how debtors; if no general law.

97. *Weights and Measures*, never fully carried out; adopted what, ordered what to be made; what of the foot, yard, fathom and rod; coins, what system; legalized but did not adopt what.

98. *Copyrights and Patents*, for what purpose; what else comes under this power.

99. *Federal Districts*, used for what; miles, ceded by whom; commissioners, to do what, no vote; what other places.

100. *Impeachments*; who has sole power, who are liable; method similar to what.

101. *Treason*; who to punish; what shall not be done except during life of the person attainted; punishment; cruel feature prohibited; definition of treason.

#### CHAPTER XII.

##### THE FEDERAL EXECUTIVE—*The President*.

102. *The Executive Power*, vested in whom, means what, who else required; departments, these constitute what, who responsible, elected, heads of departments, represents what in our dealings.

103. *Qualifications*; native born, age, resident how long, salary how fixed.

104. *Election of President and Vice-President*, not directly, how, people of each State, when, occurs how often; after election meet where, when, votes sent where, when opened, before whom counted; inaugurated, when.



105. *Working of the Electoral System*; departed from what practice; not worked as designed, intention; national conventions do what, later conventions do what; how do the electors have to vote; nominally voting for electors, determines, election of President and Vice-President; merely a form.

106. *Election of President by the House of Representatives*, if no person receives a majority of electoral votes; how voting under these circumstances; a quorum consists, necessary to a choice.

107. *Election of Vice-President by the Senate*, when, quorum, necessary to a choice.

108. *The Presidential Succession*, in what cases, who succeeds him; in case of his not taking, who next, next, next; qualifications.

109. *Duties and Powers of the President*, summed up in what words; duties not performed directly; commander-in-chief of army and navy when; regulates foreign relations how, pardons except what, appoints whom with the assent of the Senate, who else, when vacancies occur during recess of the Senate.

110. *Civil Service Appointments*; inferior offices not necessary to have confirming of Senate; exclusively to whom; what are prime qualifications for clerks in private, in political; Civil Service Act when and why passed, provides for what, consists of; competitive examinations; how this law affects clerks.

111. *Relations between the President and Congress*; veto, information of what, recommends what, by what means given, authorized to do what, when can he adjourn, how may Congress override his veto; what was the idea in the minds of the framers, suggestions.

## II. THE EXECUTIVE DEPARTMENTS.

112. *The Cabinet*; how many departments, called, first; Congress, 1798, 1829, 1849, 1889; how appointed, hold office how long, responsible to whom.

113. *The Department of State*, presided over by whom, duty, conducts what correspondence, issues passports, warrants for extradition, charge of treaties, publishes what, keeper of what.

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114. *Treasury Department*, presided over by, charge of, plans for what, superintends collection of what, warrants for appropriations, supervise and regulate national banks, money.

115. *The Department of War*, by whom, military forces, signal service, harbors and navigation.

116. *Department of Navy*, whom, charge of, nautical charts and almanacs.

117. *The Department of Justice*, by whom, suits in which United States is concerned, consulted by whom, who else attached.

118. *Post Office Department*, whom, charge of, classifies what, fixes rates, postal arrangements.

119. *Department of Interior*, whom, when, land, Indians, pensions, patents, public documents, education, census, railroads, insane; etc.

120. *Department of Agriculture*, whom, duty, information and scientific investigations.

121. *Department of Labor*, duty.

122. *Interstate Commerce Commission*, supervision of what; duty to see what laws carried out.

123. *Civil Service Commission*, duties.

124. *Commission of Fish and Fisheries*, duty, increase what.

### CHAPTER XIII.

#### THE FEDERAL JUDICIARY.

125. *The Judiciary of the United States*, consists of.

126. *The Supreme Court*, consists of, meets when and where, quorum; original jurisdiction in what cases, others come before it how; when may cases be appealed from Supreme Court, what of cases which involve interpretation of the Constitution.

127. *Circuit and District Courts*; area how divided, who assigned to each; Circuit Court consists of, circuits divided; some states, how divided; lowest Federal courts, how often must Supreme Court Justice sit in each district, under what power established.

128. *Circuit and District Courts have Jurisdiction*, only where; district courts have power to try what cases, circuit courts what; which can try capital offenses, lesser offenses.

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129. *Jurisdiction*; nature of questions how fixed; classes, (1) *because of the nature of the questions involved*, illustrations; (2) *because of the nature of the parties to the suit*, instances.

130. *Circuit Courts of Appeals*, why established, where, consist of, absent, meet how often.

131. *Court of Claims*, consists of, where, hears what, reports to whom.

132. *All Federal Justices and Judges appointed*, how long, removal, retired how and when, compensation.

133. *District Attorneys and Marshals*, where appointed; district attorney has charge of; marshal similar to, executes, arrests.



## Part IV.

### GENERAL CONSIDERATIONS.

#### CHAPTER XIV.

##### CITIZENSHIP, SUFFRAGE, AND ELECTIONS.

134. *How Citizenship is acquired*; Fourteenth amendment declares what, two ways, what in addition to birth; illustrations; Indians; children of consuls; those gone to foreign countries.

135. *Naturalization*, before whom, appear where, declare what, how long after, residence how long, showing what, oath, witnesses, children born abroad, of foreigners residing in United States; when territory is acquired by United States, examples.

136. *Loss of Citizenship*, implied, called what, law of Congress declares what.

137. *Citizenship in State and Nation*, double, connected in State, how in a territory, how conferred.

##### SUFFRAGE.

138. *Meaning of Suffrage*; right, participate how, how and by whom conferred; highest privilege; how in some states; right of suffrage power lies where.

139. *Qualifications of Electors*, prescribed where, vary; California how, ninety days prior to election; election precinct thirty days.

140. *Persons excluded from Voting*; in California, Chinese, insane, idiots, criminals (women classed with these).

141. *Conditions which shall not be Imposed*, no property qualification; fifteenth amendment provides what, to freedmen an equal right, applied only to whom, does not prohibit what; how do the laws now stand in United States.

##### ELECTIONS.

142. *Political Parties*; indispensable how in our country, represent what, organized primarily for what, carried into what divisions, tendency is for what, local reforms.

143. *Caucus, Primary and Convention*; object of political parties; nominees, how nominated; delegates, how





sent to conventions, how ordinarily, issues a call for what; meeting called, sometimes does what; sometimes executive committee does what, then what may different factions of the party do; what do electors do, such an election called, each party.

144. *Campaign*, after what, continues, consists of, "issues" agitated.

145. *Evils of Party Methods*; existence of political parties an evidence of what; organization, why necessary; evils, bosses, buying of votes, treating, where prevalent.

146. *The Election*; preliminary proceedings not provided by law; what does the law provide for; general and uniform laws.

147. *Registration*, how in California, before whom, means what; neglect not allowed to vote.

148. *Balloting or Voting*; polls, under charge of whom; ballot, object of the ballot system.

149. *The California Ballot Law*, object, corrupt practices, secrecy, Australian system, ballots printed how, contain, opposite the name of each candidate, ballots in charge of, inclosed space; marked how, if for every candidate; under whose supervision; who not allowed in balloting room.

150. *The Canvass*, when, by whom, numbers agree, show what, disagreeing show what; excess how remedied; local how ended; if county what is done, if State.

151. *Number of Votes necessary for Election*; plurality, means what; when two, more than two.

152. *Contested Elections*, how settled; in a legislative office; who brings suit in court of law; decision.

## CHAPTER XV.

### TAXATION.

153. *Reasons for imposing Taxes*, why necessary; income how obtained; how tax is taken, what given in return.

154. *Purposes of Taxation*, must be what, always alert to see what.

155. *Extent of the Power of Taxation*, unlimited; may cause what; what done to State banks, power resides in both, what follows; otherwise what might result.



156. *Kinds of Taxes*, according to what; duties on what; excises; direct, indirect taxes.

157. *State Taxation*, depends on what; poll; needs of what minor divisions, regulated by whom, collected by whom.

158. *Assessment and Collection* income required, how determined, apportioned; supervisors do what, town and city authorities; State does not collect, who does; assessor; collector; two taxes, municipal purposes; three taxes.

159. *Boards of Equalization*, ought to be, on same basis; who act as boards of equalization; variation in valuation, how caused, in California; office how long, do what, meetings when, where, duty.

160. *Federal Taxation*.

## CHAPTER XVI.

### THE THREE DEPARTMENTS OF GOVERNMENT.

161. *Division of the Functions of Government*; three classes, (1) legislative, (2) executive, (3) judicial, how, when concentrated in the hands of one person; maxim of political science; how are liberties guarded.

162. *The Legislative Department*, recognized by Federal and State; function of legislative branch; where is the law-making body; Congress established; State legislatures, pass laws, three exceptions.

163. *Division of the Legislature*, why, different, more numerous, shorter term, both divided, Congress, Senate, elected, term; House of Representatives, according to population, elected, term; State Legislature of California, Senate, forty, elected, term; Assembly, eighty, elected, term; measures must pass both, purpose of this.

164. *Executive Department*; legislature does not execute laws, who does; discussing and framing, why done by large number of members, why enforcing by single officer; national, State, city.

165. *The Judicial Department*; purpose of laws made by legislature, defining and regulating, defining and punishing what; authorities for what purpose, decide what; inquiry into the meaning of what, applying to what, deciding controversies, administering justice; interpreting law belong to whom, consists of.



166. *Unconstitutional Legislation*, what are supreme, Congress may pass only upon; legislature of State, how restrained; what have courts to decide; when inconsistent, called what.

## CHAPTER XVII.

### THE NATURE OF LOCAL GOVERNMENT.

167. *Local Self-Government*, what is the distinguishing mark of American form of government; people as a whole have the ultimate power and authority, how limited; what has been provided for by states; people of each county, township or city do what; to whom are these local officers responsible.

168. *Local Divisions of the State*; names differ; all into counties; Louisiana, California; subdivisions of county; incorporated cities and towns, sometimes absorbed, include several towns within its borders; San Francisco, how consolidated.

169. *Duties of Local Government*; administration of what, except what; licensing; taxes; public buildings; protection and improvement of citizens, how regulated.

170. *Methods of Local Government*, accordance with what, why not specially divided into legislative, executive and judicial; legislation already accomplished, how; judicial officers a part of what; principle of local self-government how carried out, most of the duties are what in character; what are the legislative bodies of local divisions called, have authority to do what; laws called, not inconsistent.

## CHAPTER XVIII.

### THE NATURE OF STATE GOVERNMENT.

171. *Position of the States in the Federal Union*, recognized what, adopted what, provided for what; increased to forty-four; tenth amendment, declares what, such powers are necessary for what; those prohibited to the states, why, all others how.

172. *Powers Prohibited to the States*; treaty, marque and reprisal, coin, credit, gold and silver, bill of attainder, *ex post facto*, contracts, nobility without consent of Congress







cannot, duties, troops, enter into agreement, engage in war.

173. *Powers Reserved to the States*; vast prerogatives of State legislatures; civil and religious rights; education, suffrage, marriage, master and servant, business transactions, partnership, insurance, corporations, contract relations; criminal laws, except what; sovereign character maintained by State is shown how.

174. *State Constitutions*, powers; constitution how formed, submitted, will of people; framework, provides for what, enumerates what, prescribes what, organizes what.

## CHAPTER XIX.

### THE FORM AND NATURE OF GOVERNMENT IN THE UNITED STATES.

175. *Meaning of Government*, is what; by this we mean what.

176. *Different Forms of Government*; number, how distinguished; monarchy how, aristocracy how, democracy how.

177. *A Representative Democracy or Republic*; United States is which form; conduct of general affairs with whom, impossible to do what, consequently; representative democracy, means what, work of carrying on where; agents responsible.

178. *A Federal Republic*; division of labor in government; existence of states, what two supplement each other, how; State affairs do not concern; national powers where, State where; forty-four states, one national; new character, how expressed, signifies what, how; complete description of our form of government; democracy means, how, why; agents in Federal government, in State, what is not meant, what is meant by *Federal Republic*.

179. *The Union Indestructible*; how if State governments are taken away; states as making up Union cannot exist except how; people of all the states have declared what, local affairs left to whom, perpetuity guaranteed; preservation of states, what Supreme Court of United States has said.



## CHAPTER XX.

## THE ELEMENTS OF CIVIL LIBERTY — THE RELATIONS BETWEEN THE GOVERNMENT AND THE INDIVIDUAL.

180. *Rights and Duties between Individuals*; primary function of government, must require what, such duties as are a condition of what; society founded on, supposition; obligations negative, how; if trespasses, what must correct.

181. *Rights and Duties between Government and Individuals*; institution for, relation, between whom, how.

182. *Rights of Government*; taxes, duty, demand services; moral obligation, how and when shown.

183. *Duties of the Government*, what assurance, protecting against whom, how in this country compared with others.

## HISTORY OF PERSONAL RIGHTS IN ENGLAND.

184. *Relation between English and American History*; connected, Atlantic seaboard, forefathers, roots in English history, why tree of freedom has withstood storms.

185. *The Chief Personal Rights*; personal security, liberty, property, religious belief and worship.

186. *Tendency of Government to become Tyrannical*; object, tendency, shown where, kings, people's claims.

187. *Restraints upon the Government*; first climax when, beginning with; written acknowledgments, what these are; really what.

188. *Magna Charta*, from whom, when, by whom, not high enough to do what; no tax without what, council grew to what; power of taxation, key to what, taxes to be levied how, violation; merchants allowed, freemen, disposal of property, king's officers prohibited, courts of justice, open to every one, not on trial unjustly, excessive fines, tried by peers, later kings compelled to ratify, form basis of what, subsequent, petition, habeas corpus, bill of rights, Act of settlement.

189. *The Petition of Right*, when, declared what; taxes; trials; overthrown.

190. *Habeas Corpus Act*, how disregarded, to correct what, provided what; judge examines, decision, set free.



191. *The Bill of Rights and Act of Settlement*, when, repeated.

192. *America learns England's Lesson*; Constitution of England, in colonies, how when independent.

#### PROTECTION OF PERSONAL RIGHTS IN UNITED STATES.

193. *Constitutional Guarantees*; reinforced; Constitution of California, declares what; Federal.

194. *Rights of Personal Security*, includes what, not deprived, means; how in criminal, informed, witnesses, excessive bail, cruel and unusual punishment; twice in jeopardy, means.

195. *Right of Personal Liberty*, means, redress; further means of securing, Constitution upholds what right.

196. *Bills of Attainder*; forbidden, where common, what they are, stain on; such proceedings belong to whom, why cannot give fair trial.

197. *Ex post Facto Laws*, forbidden, what they do.

198. *Right to Reputation*, protect what, guaranteed; slander or libel.

199. *Right of Religious Belief*; non-sectarian, no special favors.

200. *Right of Private Property*; prohibitions of Federal and State; acquire and dispose of.

201. *Taxation and Eminent Domain*, subject to; latter means; public use, paid.

202. *The Inviolability of Private Contracts* prohibits, means, revoke grant of land.

203. *General Warrants*; what prohibited, how; English principle; protection of correspondence.

204. *Rights of Citizens of one State in other States*; equal rights, respect of judicial acts, discriminations.







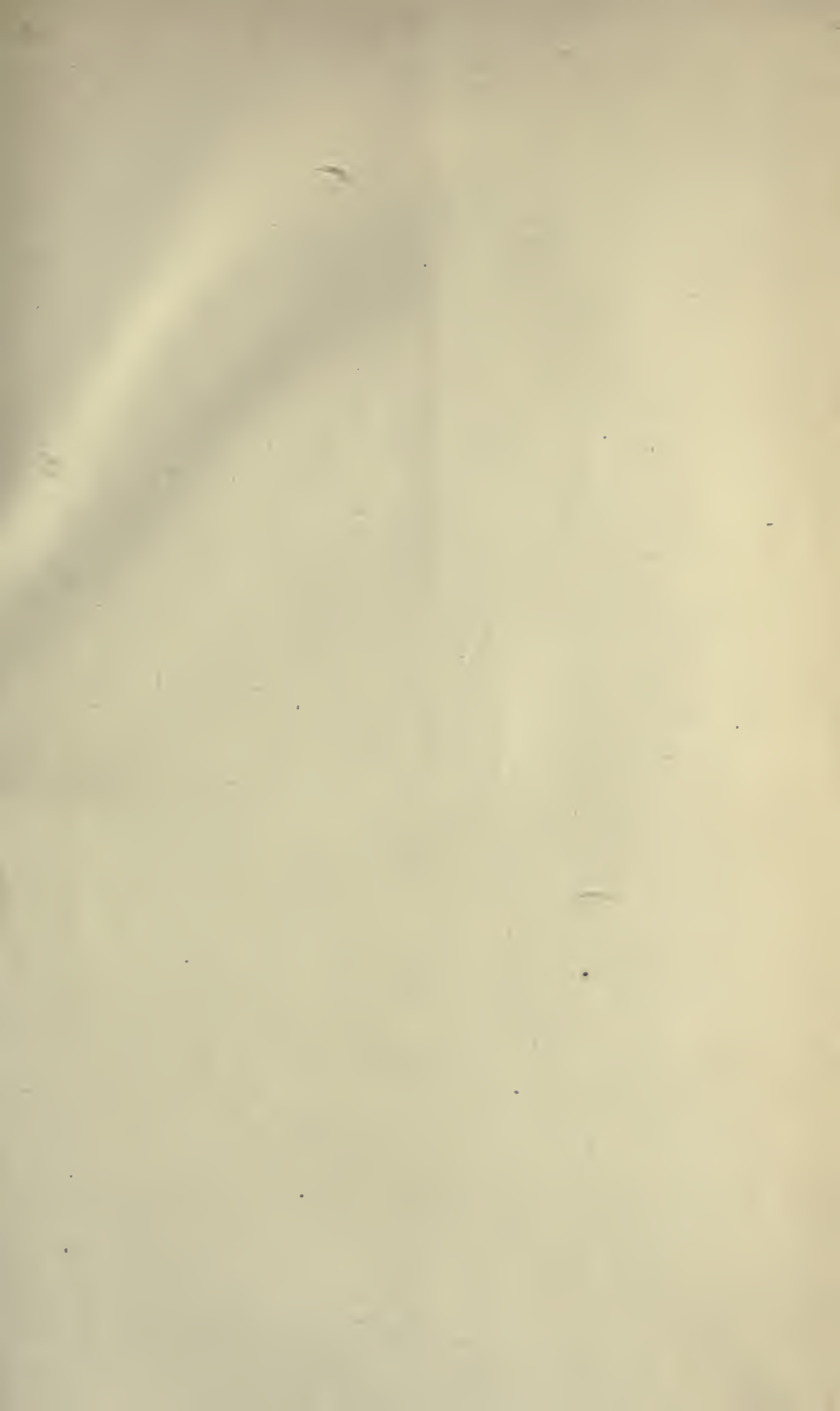




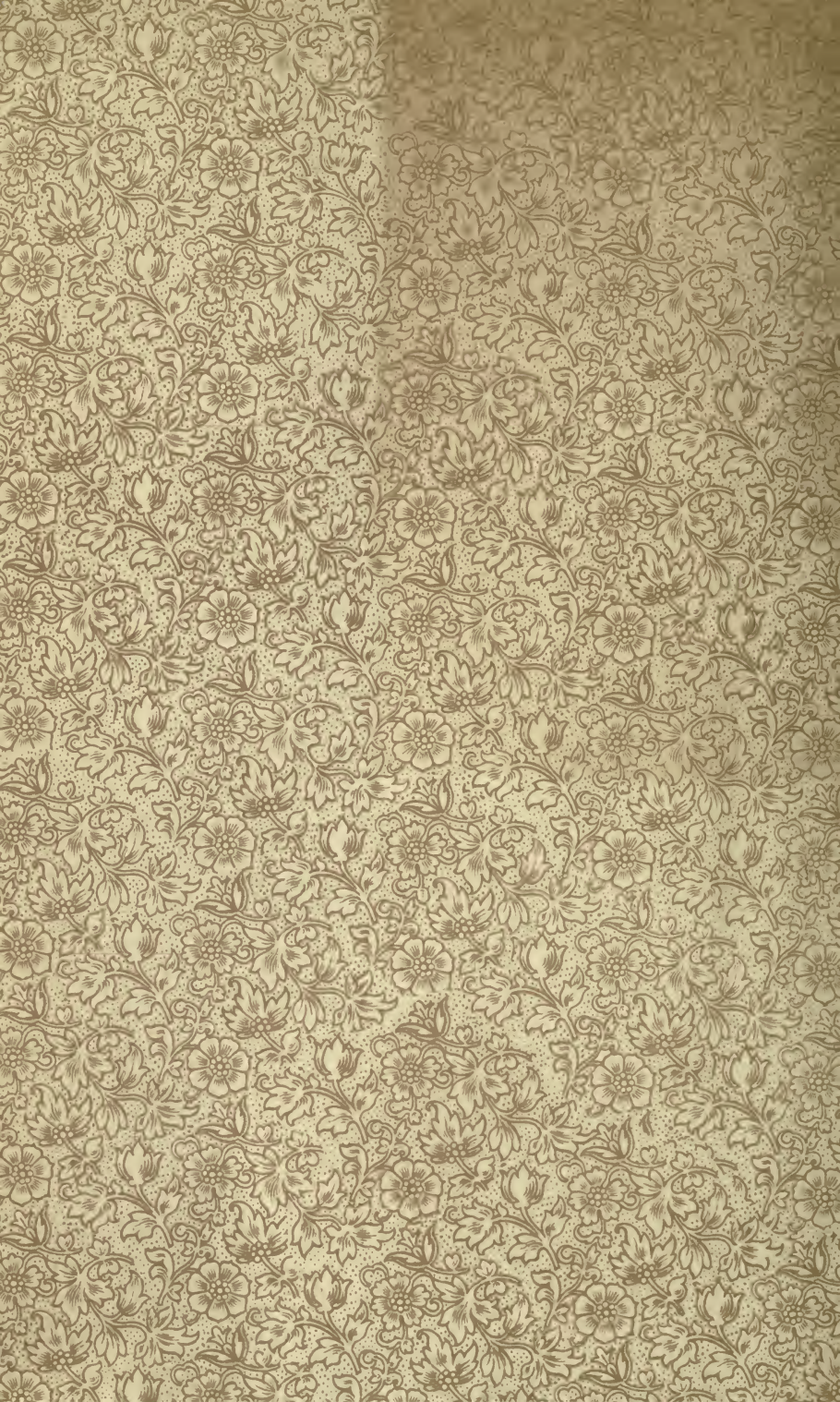














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